

27 July 2019

Deputy Lead of Portal Unit – 1 open position

THIS ROLE WILL INVOLVE:

- Planning and creating content to keep the Jamboree website up to date with interesting and current news and information from around the Jamboree site
- Being up to date with all the [EJ2020](#) news
- Managing a team and schedule
- Segregating tasks and communication other team members
- Budget planning and preparation of reports
- Midweek and weekend engagements including virtual meetings
- Attendance at a minimum of one meeting per quarter, of the EJ Planning Team (EJPT) or Operational Area (OA) meetings
- Physical presence and service during the European Jamboree in Gdańsk

YOUR PROFILE

- Practical knowledge of web writing
- Experience of web management
- Good communications skills
- Excellent writing and storytelling skills
- Creative thinking including the ability to propose solutions in response to communication challenges and communication priorities
- Fluent in English (at least B2 level)
- Strong interpersonal skills
- Ability to work upon short deadlines
- Ability to take an initiative
- Team management
- Work experience in marketing / digital / media would be an asset

Service Duration: August 2019 - September 2020

WHAT DO WE OFFER?

- Service Agreement complying with Polish Law on Public Benefit and Volunteer Work
- Access to Office365 Platform and EJ2020 Intranet
- Introduction training for the role
- Reimbursement of travel expenses
- Planning team volunteer kit

HOST CITY



JOINT EVENT



HOW TO APPLY

To apply, please follow the instructions on this [link](#). **Applications must be received by midnight on Thursday 20th August 2019 Warsaw** local time. The Host Organisation will ask the NSO/MO for endorsement of an applicant during the assessment process.

RELATED LINKS

Official Website of the European Jamboree 2020: <https://www.ej2020.org/>

QUESTIONS

Assistance in the application process is provided by the Head of Staff Management and Volunteers Support at staff@ej2020.org.

